Postgraduate Diploma in Family Medicine

Workshop
DHET, CHE, SAQA processes
5 February 2015

Tilly Moodley

- Group 1:Bev,Graham,Nathaniel, Hannes.
- Group 2: Jannie, Gerhard, Indiran, Gboyega, Gert
- Group 3: Julia Bob, Klaus, Laurel, Richard.
- Group 4: Bernhard, Laura, Mergan, Yogeswaran, Jimmy

External bodies involved with Postgraduate Diploma in Family Medicine

- **Department of Higher Education and Training (DoHET)**
  - Approval of PG Dip (Family Medicine)
  - Programme Qualification mix (PQM) and subsidy)
  - Institutional administrator emails to DHET:
    - application for approval of new academic qualification **(only after APPLICATON HAS BEEN APPROVED BY SENATE AND/OR COUNCIL –** follow your institution's internal process**)**
    - letter of Endorsement from the HPCSA

External bodies involved with Postgraduate Diploma in Family Medicine

- **Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE)**
    - Accreditation of academic programmes (concern with quality)
- **South African Qualifications Authority (SAQA)**
    - Registration of Qualifications on the National Qualification Framework (NQF)
    - Upload completed SAQA template when completing HEQC Online application
- **Professional body - HPCSA**
    - Programme coordinator applies HPCSA for letter of Endorsement

HEQC-Online programme application

The Accreditation has three parts:

- An external user interface allows higher education institutions to apply for the accreditation of programmes online.

- An evaluators portal allows specialist and expert peers to evaluate new proposed programmes against the HEQC accreditation criteria.

- An internal HEQC interface which allows the Accreditation and Coordination Directorate to process each application from its submission to the final accreditation decision made by the Accreditation Committee.

Online programme accreditation

- Each higher education institution will have one contact/responsible person (Institutional administrator)
- who will have access to **HEQC-online** with a user login and a password.

Role of the Administrator at Higher Education Institutions

The Institutional administrator has two main functions in relation to submission of programmes for accreditation online:

- **To complete an institutional profile**
  This profile requires the administrator to enter basic information about the institution (enrolments, staff, lecture room capacity, etc.

- Programme coordinators, whose responsibility is to fill in the details of the programme, only provide the HEQC with documentation that is specific to the programme submitted for accreditation.

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Online programme accreditation

Once an application has been filled in and all internal approval processes have been finalised, the administrator is the only person who can actually submit the application to the HEQC.

It is his/her responsibility to make sure that the proposed programme has been **approved** in all the required internal structures before sending it to the HEQC.

The application has two parts:

A) INSTITUTIONAL INFORMATION

- The institutional profile to be completed by the administrator. Once this part is completed the application can be filled in by the programme coordinator (s).

B) PROGRAMME INFORMATION

- The first part of this section is completed by the **administrator** and refers to basic programme information.
- The second part of this section of the application form is organised
- based on the HEQC accreditation criteria (1 to 9)
- must be completed by academics staff (programme coordinators/ lecturers) familiar with the actual contents of the programme

Online programme accreditation

❑ Once programme coordinator has completed his/her part, send it to the next person/structure that needs to be involved in the process or send it back to the administrator.
To do this, click on the 'Send Application to Colleague' or 'Send Application back to Institutional Admin' feature in the right navigation bar of the HEQC-online system.

Higher Education Quality Committee (HEQC)
Council on Higher Education (CHE)
Telephone: +27 12 349 3852
Facsimile: +27 12 349 3922
Postal Address: P.O. Box 94, Persequorpark, 0020

To access the application form

go to the following URL:
http://heqc-online.che.ac.za/

You can log in using your email address.
If you have not used the system before, please go to the HEQC-online website (http://heqc-online.che.ac.za/) and click on the forgot password link. The system will then e-mail you a new password with which you can log in to access the system.

Online programme accreditation

- After each set of questions the application form indicates the **documentation** & **evidence** necessary to support the information given in relation to each criterion. (refer to 9 criteria on HEQC Application form). The user, when appropriate, must ensure that:

- The information requested in relation to the programme is the same as that provided in the institutional profile.

- The information requested is specific to the programme.

- The system saves all information automatically. Every time that a user comes to the system he/she will be taken to the last question answered.

- Only the administrator at the HEI can submit the programme to the HEQC.

HEQC-online and the internal approval processes

- The 'administrator' has to fill in the basic details of the programme and indicate the institution compliance with national legislation. The administrator is also responsible for completing the institutional profile.

- The Administrator provides access to the systems to other members of the institution

- Each individual involved, in turn, has the possibility of passing the application form to another person, until all questions are answered and all documentation has been uploaded. Once all this is done, the application must go back to the 'administrator' who after a last check will submit the application tom the HEQC

Submission of application to the HEQC

- Email after administrator completes Part 1
- **Dear Colleague (Programme coordinator),**
  Your institution is in the process of completing an accreditation application form for the HEQC - for the following programme:

  PROGRAMME: Master of Commerce in Customs and Excise Taxation
  NQF: Level 9

  It is your responsibility to explain the ways in which this programme complies with the HEQC accreditation criteria and supply the required documentation to accompany the application.

  In the interests of expediting the processing of the application, you are asked to ensure that all questions are answered in full and that all relevant documentation is uploaded as requested. Failure to provide responses and/ or the relevant documentation will result in the application being returned or cancelled.

Submission of application to the HEQC

- Once you have completed your part, send it to the next person/structure that needs to be involved in the process or send it back to the administrator.
To do this, click on the 'Send Application to Colleague' or 'Send Application back to Institutional Admin' feature in the right navigation bar of the HEQC-online system.

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Submission of application to the HEQC

- ***The reference number***

- ***HEQC-online*** generates a reference number once the application for programme accreditation has been submitted. This number must be quoted in all correspondence with the Accreditation Directorate.

- Institutions submit one application for each programme and each of them is given a unique reference number

Important dates to note

- 2015 PQM Clearance Committee Meeting Dates & dates on which the agenda closes
- 2015 HEQC Submission deadline dates & Accreditation Committee meetings
- 2015 SAQA Board Meetings